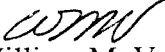




Department of Materials Management

To: Health Sciences Center Deans, Directors, and Department Heads

From: 
William M. Van Cleave
Director, Materials Management

Date: February 17, 2003

Re: Transportation Services

For a number of years, Materials Management has arranged for cars and drivers to provide transportation services to outlying locations for Tulane physicians and staff. Under the current process, Health Sciences Center departments send requests for transportation services to Materials Management and we schedule drivers, arrange for appropriate rental cars, and fund gas, driver meals, and tolls.

Presently Materials Management submits time sheets for drivers charging the requesting department's account, and pays rental car charges and expenses using a Request for Payment form ("Pay to") and Petty Cash Voucher. To close out charges, Materials Management hand carries Request for Payment forms and Petty Cash Vouchers to various departments for department administrator approval, and then submits the completed paper work to Financial Services for processing.

The current process is not only very labor intensive, but also untimely for departments.

Effective March 17, 2003, Materials Management will treat a request for transportation service, either by memorandum, email, or telephone, as an authorization to arrange for service and charge departmental accounts. An approved IT funding vehicle rental and estimated driver expenses must be submitted to cover trip costs before the trip.

Monthly, Materials Management will close out ITs by submitting the appropriate documents to Financial Services to charge for car rental and driver expenses. Copies of documentation will be forwarded to the service-requesting department concurrent with the submission to Financial Services. We will continue to resolve any issues raised by a department in a timely manner.

Cc:
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